

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	08	Title: Misuse of State Equipment

1. STANDARD

ISD will provide protection of state equipment assets and resources under their control from misuse of such equipment by employees and all others.

1.1. Summary of Standard Changes

1.2. Purpose

To ensure that state equipment assets and resources are used only as authorized by the Arizona Revised Statutes and ADOA Policies and Procedures.

1.3. Scope

Applies to all state equipment controlled by ISD and their use by employees and all others.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

ISD will institute programs to monitor the use of equipment and train the employees in proper use of equipment and the reporting of violations of use.

1.7. Implications

Those using equipment under the control of ISD will be accountable for the proper use of this equipment in accordance with the Arizona Revised Statutes and ADOA Policy and Procedures.

1.8. References

A.R.S. 13-2316 and 41-770, ADOA Policies and Procedures 'Use of State Services, Computers and Other Equipment' Issued 9/18/03

1.9. Attachments

2. EQUIPMENT MISUSE MONITORING PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. ISD will put into force monitoring programs which will make possible the detection of usage violations in the following areas:

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	08	Title: Misuse of State Equipment

2.2.1.1. Voice Communications

2.2.1.2. Data Communications

2.2.1.3. Internet access and retrieval

2.2.1.4. Employee workstation

2.2.1.5. Basic office equipment

2.2.2. Resulting reports are supplied to the proper authorities, and based on the results, full investigations are made with penalties assigned up to and including termination.

2.3. References

2.4. Attachments

3. MISUSE OF EQUIPMENT TRAINING PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. ISD will make available to all employees Security Awareness training detailing the proper use of all of the equipment noted in the previous section.

3.2.2. All ISD employees will take this training upon hiring and before they are granted permanent status.

3.3. References

3.4. Attachments

4. GUIDELINES FOR USE OF STATE PROPERTY

4.1. Summary of Procedure Changes

Clarify when personal use of State property is permissible at ADOA.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	08	Title: Misuse of State Equipment

4.2. Procedure Details

4.2.1. Personal use of State property is permissible only when ALL of the following conditions are met:

- A. No discernible additional cost or expense to the State is incurred.
- B. There is no noticeable negative impact upon the employee's performance of duties and provisions of services.
- C. There is no noticeable negative impact upon other State employees in the performance of their duties or provision of services.
- D. It does not bring discredit or embarrassment to the State.

4.3. References

ADOA Policies and Procedures 'Use of State Services, Computers and Other Equipment'
Issued 9/18/03

4.4. Attachments